

STATEMENT OF WORK  
PERIODICAL KITS

**DEFINITION OF TERMS**

**Periodical Kit** – A specified number of journals/magazines distributed to organizations, agencies, and units worldwide.

**Kit Contents** – There will be one (1) periodical kit in the contract. It will consist of the following titles; estimated costs listed:

AIR FORCE TIMES (ISSN 0002-2403)  
NEWSWEEK (ISSN 0028-9604)  
PC MAGAZINE (ISSN 0888-8507)  
PEOPLE (ISSN 0093-7673)  
SPORTS ILLUSTRATED (ISSN 0038-822X)  
US NEWS & WORLD REPORT (ISSN 0041-5537)

**a. Type of Contract.**

The contract provides periodical reading materials for the Air Force Library Program and shall allow for flexibility of increasing quantities, not to exceed 500 (estimated quantity) total kits as well as flexibility for changes in ship-to addresses. HQ AFSVA/SVPAL will select all periodical titles required.

**b. Scope of Contract.**

1. This requirement is for the furnishing of periodical kits for use in the Air Force Library Program. The estimated quantities herein are applicable only to requirements generated by or through ASC/PKWRM, Building 1, Area C, 1940 Allbrook Drive, Suite 3, Wright-Patterson AFB OH 45433-5309. The contract is not applicable to periodicals ordered by any other source within the government. Periodicals may be ordered in varying quantities as requirements dictate. Proposal are requested on a FOB destination basis at a United States Post Office. Each magazine will be shipped directly by the publisher to the address each month. After an award has been made, the Contracting Officer will appoint a designated individual located at HQ AFSVA/SVPAL, 10100 Reunion Place, Suite 502, San Antonio TX 78216-4138 as Contracting Officer's Representative and Ordering Officer. Area of responsibility will be identified at that time.

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2. The contract is a vehicle for the Government to purchase from the contractor and a vehicle for the contractor to furnish all the requirements for the periodical kit issued by or through HQ AFSVA/SVPAL during the period hereafter set for the items shown in the award for delivery to the destinations specified in the contract. The estimated requirements shown in the schedule do not obligate the Government to order or relieve the contractor from furnishing any specific quantities of supplies within delivery order limitations set forth below. After award has been made, the distribution list that will be furnished the contractor will contain approximately 500 destinations. This initial total may be increased or decreased during the contract period as Air Force requirements change.

c. **Contract Period.** The base contract period will be January 2004 – December 2004 with four (4) one-year options. For any delivery order issued pursuant to the contract but not completed within the time specified in the order, the rights and obligations of the contractor and the Government with respects thereto shall be governed by the terms of the contract.

d. **Delivery Orders.** Supplies required under the contract will be ordered by the issuance of delivery orders by ASC/PKWRM. Delivery orders will specify: (I) the items required with publisher list pricing information, International Standard Serial Number (ISSN), and quantities thereof; (II) marking instructions for shipping; (III) time of deliveries; (IV) citation of funds to be charged, as well as any other pertinent instructions and information. All delivery orders are subject to the terms and conditions of the contract which shall control in the event of conflict. The Government reserves the right to issue delivery orders which require delivery to multiple destinations.

e. **Payments and Discounts.** The contractor will make full payment to the publishers prior to the start of each subscription; then the contractor will submit an invoice for payment.

f. **Time of Delivery.** All periodicals will be sent directly from the publisher to the addressee. Shipments will be completed no later than the date of the individual periodical title (e.g., a weekly periodical with a date of Jan 16 will be delivered before or on Jan 16; a weekly periodical with a date of Jan 23 will be delivered before or on Jan 23; a monthly periodical will be delivered no later than the first day of each month).

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g. **Selection of Periodicals in Kits.** The Chief Acquisitions Librarian, HQ AFSVA/SVPAL, will be appointed as the Contracting Officer's Representative for the contents of shipments to include the selection of all periodical titles and substitute titles and the issuance of distribution lists. HQ AFSVA/SVPAL will provide the contractor with a copy of the list of periodical titles to be ordered at the same time the requisition is submitted for official processing. This information copy will reach the contractor well in advance of the actual delivery order. It is an official document, providing the contractor with additional lead time in which to begin processing an order prior to receiving the actual delivery order. If however, a delivery order is not issued for the items requested on the information copy that has already been sent to the contractor, there is no obligation whatsoever on the part of the Government.

h. **Titles Not Available.**

1. If subsequent to issuance of delivery orders, any of the items cease publication, become suspended, are delayed in publication, or are delivered too late to meet shipment deadlines, the contractor must notify HQ AFSVA/SVPAL and ASC/PKWRM fifteen (15) working days in advance of delivery order date for provision of substitute titles or authorization for unilateral cancellation by the Contracting Officer's Representative of such titles.

2. A monthly review will be made by HQ AFSVA/SVPAL of periodical kits not shipped in accordance with the delivery schedule as requested in paragraph f or on the delivery order. HQ AFSVA/SVPAL will report periodical kits not shipped for action, unless HQ AFSVA/SVPAL has authorized delayed shipment.

i. **Additional Material.** Only periodicals that appear on the original delivery order and authorized substitute periodicals shall be shipped by the contractor.

j. **Preparing for Delivery.** Periodicals shall be shipped in conformance with U.S. Postal Regulations. Any undeliverable periodical returned to the contractor by the Postal Service shall be shipped to addresses specified by HQ AFSVA/SVPAL upon notification.

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**k. Distribution Lists.**

1. HQ AFSVA/SVPAL will provide the contractor a master distribution list at the beginning of the contract period. The master distribution list will be arranged by major command and zip code order. Included in the address listing is address information and total distribution for each addressee.

2. Changes in address and/or number of kits per address may be made monthly to reflect unit activations and deactivations. All changes will be made by HQ AFSVA/SVPAL and ASC/PKWRM and will be furnished eight (8) weeks prior to the time of distribution.

**l. Shipping.**

1. The contractor shall be responsible for preparation of computerized labels in accordance with distribution lists furnished by HQ AFSVA/SVPAL. Each mailing label will include address number, Air Force Periodical Kit, and complete mailing address, e.g.,

FL0099  
Patients Library  
Wilford Hall Medical Center  
Lackland AFB TX 78236-53002.

2. The periodicals to be purchased on delivery orders issued against the contract awarded will be required to be delivered to a U.S. Post Office and transported to multiple destinations in the United States and overseas, APO, AA, AE and AP addresses.

**m. Inspection and Acceptance.**

1. Inspection will be accomplished at destination for verification of receipt and condition of received material. All correspondence relating to damages, incomplete, or incorrect shipments should be reported to HQ AFSVA/SVPAL.
2. The Government shall have a maximum of 15 (fifteen) days after receipt of the supplies at destination to inspect them. If there are shortages in quantity or defects in material or workmanship in postal shipments, the Government shall so notify the contractor who shall, within 90 days, correct or replace the short or defective supplies.